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University Community Newsletter - January, 2009



Welcome to the January University Community Newsletter. The goal of this newsletter is to provide the university community with project updates and information of interest regarding the SIS project. If you have questions about the project and/or are interested in receiving information about a particular topic, we want to hear from you! Please send your inquiries to: sis@osu.edu.

A MESSAGE FROM MARTHA GARLAND, VICE PROVOST AND DEAN, OFFICE OF ENROLLMENT SERVICES AND UNDERGRADUATE EDUCATION, AND SIS PROJECT SPONSOR

Features of the new Student Information System (SIS)

2009 promises to be a very productive year for the university and for the SIS Project as we work to achieve our goal - to establish and fully implement an integrated and flexible data system for student information.

As we enter the final stretch of the project, many of you are enrolled to attend training in the new system. Others, who will need mainly to view students' information, will soon be invited to training that offers a broader view of the system. Regardless of your level of access or how you will use the system, you will learn to work within an integrated system that provides access to all student-related information.

As you begin to train and practice in the new system, you will find that many of its features differ considerably from those of the systems you have been using:

- SIS is a web-based system and can be accessed from any web browser on campus or off campus. Our current (legacy) data systems (MARX, BARS, SAM, and PRODCICS) are housed in separate mainframes, and while they can call up information a bit faster, they do not provide integrated student information.
- In addition to integrating the current student systems, the SIS is also integrated into the existing HR system. This allows information about all people associated with the university, regardless of whether they are students or employees, to reside in a single system. It also allows for streamlining processes that require information about people who are both students and employees, such as Federal Work Study.
- The SIS will store far more information than any of the legacy systems it replaces. Although a single screen in one of the legacy systems may include more information than a page in the SIS, navigation from page to page is facilitated by the tab at the top of each page, and many pages include links to more detailed information.
- The SIS is a more flexible system and can easily manage information from both quarter and semester calendars. Currently, law classes are offered on a semester term, while all other OSU classes are offered on a quarter term. If the university decides to convert to semesters, the SIS could accommodate the change.
- The SIS does not depend on SSNs as identifiers, and the SSN is no longer the primary identifier for students.
- The new system will provide enhanced functionality that was not available in the various, separate legacy systems.



Martha Garland

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- Graduate Fee Authorizations for teaching assistants will be processed through HR, streamlining the current, complex process.
- Transfer credit, when posted in the SIS, will include both the source (transfer institution) and target (OSU) information.
- Beginning in April, students will be able to select or decline student health insurance independently of registration for classes. Staff taking classes will no longer have to opt out of student health insurance, since the SIS will handle this automatically.

The SIS also provides separate centers where students (Student Center), staff (Student Services Center) and faculty (Faculty Center) can access links to various business and academic functions specific to their needs. A more detailed explanation of these centers is featured below.

For many of us, these next few months will be an exciting and challenging time. Many of you will need to learn to operate effectively in a new system, parts of which may not always work as you expect. We will all need to work together to ensure that the new system functions as it should, and your input, diligence, and patience will help make that happen.

Happy 2009 to all!

STUDY ABROAD APPLICATIONS NOW ONLINE

As of January 2nd, students planning to study abroad in the summer of 2009 can complete their applications online. For the past six months, the SIS Project Team and the Office of International Affairs have worked to create the online application process, which students can access through the Study Abroad link on buckeyelink.osu.edu. The Office of International Affairs reports that the Study Abroad application process is running smoothly. To date, 217 applications have been received online; of these, 171 are for summer programs, 45 are for Autumn 2009 programs, and one is for a Winter 2010 program.

SIS FORUM PODCAST AVAILABLE

Enrollment users were invited to attend pre-training informational forums that were held in January. These forums provided:

- A timeline for when students will start using the SIS
- How the different levels of security were determined
- How a user's level of security was designated and what to do if there are questions about it
- Details about the different training courses users must take
- Information about how to practice in the new system

If you were not able to attend one of these forums, we encourage you to listen to the 20 minute podcast and to download the handouts that were distributed. The podcast can be accessed by clicking on the Enrollment Forum link located on the left column of the [SIS Training Page](#). If you have any additional questions about the forums, please e-mail them to: sis@osu.edu.

DARS TRANSFER INTERFACE GOES INTO PRODUCTION IN FEBRUARY

The DARS (Degree Audit Reporting System) Transfer Credit Interface will go into production in February allowing the Office of the Registrar to begin loading unposted transfer credit to SIS for SU/AU 09 applicants. Students and academic advisors will continue to use DARSWeb, which can be accessed via links from within the SIS, to run the official Transfer Credit Report. In contrast to MARX, campus users will be able to view both the source (transfer institution) and target (OSU) information in the SIS.

SFA SELF-SERVICE OPENS IN FEBRUARY

When Student Financial Aid self-service opens in February, students will be able to

view their financial aid information for the 2009-2010 aid year, including applications received by the Financial Aid Office and To Do lists assigned to the student. The To Do list will detail any additional documentation the student needs to provide and will be updated as the Financial Aid Office receives the information. The Student Financial Aid link can be accessed by clicking on the Student tab at buckeyelink.osu.edu.

OVERVIEW OF STUDENT SERVICES CENTER

The **Student Services Center** provides advisors and other staff with a page view similar to what the student views in self-service. Students and the advisors and other staff who serve them will have a common frame of reference for discussing the student's record.

Depending upon the security assigned by the [College Implementation Manager](#) (CIM) from your area, advisors and academic staff can view the following information in the Student Services Center:

- **Academics** - Displays the student's current schedule. If there are no classes, the system displays classes for the next term in which the student has been "term activated". (Term activation is the system process that allows students to enroll in classes.)
- **Finances** - Provides links to financial transactions and displays account summary information.
- **Personal Information** - Provides links to biographical and demographical, or "Campus Community," self-service transactions and displays contact information.
- **Holds** - Provides a list of holds the student may have. Users can follow links to obtain more information on the hold and the office that placed it.
- **Enrollment Dates** - Provides a list of enrollment dates by term. Users can click the Details link to find more information about their enrollment windows for various terms.
- **Advisor** - Provides information about the advisor(s) assigned to the student.
- Links are available to generate a student's **Advising Report** and **Degree Audit**.

View of Students Program/Plan page from Student Services Center.

Test2 Selfservice2 ID: 200000606

student center general info admissions transfer credit academics finances financial aid advising

Institution / Career / Program edit program data

OSUSI - The Ohio State University	Program:	UBUS	Business
GRAD - Graduate	Student Career Nbr:	0	
GMUS - Graduate Music	Status:	Active	as of 07/29/2006
UGRD - Undergraduate	Admit Term:	1068	Autumn 2006
UBUS - Business	Expected Graduation:		
	Approved Load:	Full-Time	
	Load Determination:	Base On Units	
	Level Determination:	Base On Units	
	Plan:	ACCTING-BS	Accounting
	Requirement Term:	1094	Summer 2009
	Plan:	AGBUSAE-M2	Agribusiness and Applied Econo
	Requirement Term:	1068	Autumn 2006
	Plan:	ANIMSC-MN	Animal Sciences
	Requirement Term:	1068	Autumn 2006

Term Summary edit term data

OSUSI - The Ohio State University	Autumn 2009 Quarter
GRAD - Graduate	Eligible to Enroll: Yes
1098 - Autumn 2009 Quarter	Primary Program: GMUS Graduate Music
1094 - Summer 2009 Quarter	Academic Standing Status: Data unavailable
1092 - Spring 2009 Quarter	
1088 - Autumn 2008 Quarter	
1084 - Summer 2008 Quarter	
1082 - Spring 2008 Quarter	
1078 - Autumn 2007 Quarter	
UGRD - Undergraduate	
1098 - Autumn 2009 Quarter	
1094 - Summer 2009 Quarter	
1092 - Spring 2009 Quarter	
1088 - Autumn 2008 Quarter	
1082 - Spring 2008 Quarter	
1078 - Autumn 2007 Quarter	
1072 - Spring 2007 Quarter	
1068 - Autumn 2006 Quarter	

Level / Load

Academic Level - Projected:	Graduate
Academic Level - Term Start:	Graduate
Academic Level - Term End:	Graduate
Approved Academic Load:	Full-Time
Academic Load:	No Unit Load

Classes

No classes for this term.

[Quick Enrollment](#)

Statistics

OVERVIEW OF STUDENT CENTER

The **Student Center** provides students with an online resource where they can obtain information and complete their academic and business transactions at their convenience.

Students log in to the Student Center via the student tab on buckeyelink.osu.edu. From there, they can transact some business for themselves and can view important information, such as their class schedule, enrollment dates, advising information and account information. Features include:

- **Academics** - Allows students to view their class schedule and to add and drop classes.
- **Finances** - Enables students to view and print their Statement of Account, enroll in a payment plan, make a payment online, and view historic account information.
- **Personal Information** - Enables students to view and manage their contact and other personal information.
- **Admissions** - Provides links to Admissions self-service transactions.
- **Holds** - Provides a list of holds, if the student has any. Students can follow links to access additional information about the hold, including the office that placed the hold and whom to contact about it.

- **To Do List** - Provides a list of To Do items. Students can follow links to access additional information about the items they need to complete regarding Admissions and Student Financial Aid.
- **Enrollment Dates** - Provides a list of enrollment dates. Students can click the Details link to access additional information about the Enrollment windows for various terms.
- **Advisor** - Provides advisor information. Students can click the Details link to view a listing of all advisors and the academic career and program that is associated with each.

View of Student's main page from Student Center

View of Advisor page from Student Center

FACULTY CENTER IN FINAL DEVELOPMENT

The **Faculty Center** is in final development. When completed, it will provide faculty with an online location where they can more easily navigate to services that are specific to their needs. The Faculty Center is scheduled to go live in the spring and can be accessed at that time by clicking on the faculty/staff tab at buckeyelink.osu.edu. Features of the Faculty Center will be detailed in an upcoming newsletter.

NOTES FROM COLLEGE IMPLEMENTATION MANAGERS

MEETING

The College Implementation Managers (CIMs) met on Friday, January 23, to discuss issues related to readiness and conversion. Below are notes from that meeting.

1. Outstanding authorizations for security access to the Student Records module should be submitted as soon as possible. Users will not be invited to training until they have been authorized to access the system. The first months of training will be dedicated to users who will have maintenance access; training for users with view-only access will not occur until late March.
2. Each CIM was asked to validate a list of plans from his or her unit. (These plans were initially validated by the colleges in December 2006, and have since been entered into the SIS.) This final check is to ensure that the SIS will account for all active plans and variant "Plan Types"—majors, secondary majors, minors, areas of interest, for example. Students coded in MARX for a plan that is not represented in the SIS will not be able to be term activated and, therefore, will not be able to enroll for SU09/AU09 classes (until they have been listed in a valid plan in the system and manually term activated). Validation of plans (along with the descriptions that will appear in the system and on transcripts), and any changes or corrections, must be completed by February 23, in time for conversion.
3. Because MARX is not integrated with the HR system, the advisor listing in MARX is not linked to a specific, current university employee. Many of the advisors listed in MARX are incorrect, the result of, for example, misspellings and people who have changed positions, as well as systematic variations of one person's name (a strategy that units sometimes used to track groups of advisees). Before it is possible to convert the advisor listed in MARX to a university employee in the SIS, units will need to identify, by Name.N, the university employee that the First Initial-Last Name combination in MARX denotes. (Multiple "MARX names" can be assigned to a single Name.N, and units need not include advisor names that should not be converted.) The deadline for completing this activity is February 27.
4. Security in the SIS is controlled by security templates that determine what pages you can access and what actions you can perform on those pages. For some operations, the information you can view and the transactions you can perform are determined by the structure of the university's Academic Organization, as set up in the system. The Schedule of Classes Maintenance Template, for example, permits you to update the Schedule of Classes maintenance pages. Your security for those pages is linked to your Academic Organization, which limits the specific classes you can maintain.

Four functions in the SIS use Academic Organization security:

- 1) The courses you can view and maintain in the Schedule of Classes;
- 2) the facilities outside of the classroom pool for which you can approve or deny schedule requests;
- 3) the classes for which you can post grades; and
- 4) the Financial Aid departmental scholarship spreadsheets you are able to view once they have been uploaded into the system. If a user has access to do more than one of these four functions, the user must have the same Academic Organization access for all of those functions.

To assign appropriate security to the right users, the CIMs were asked to determine which users should have administrative access to post grades and which users should have clearance to approve "events," and to confirm or update the Academic Organization security for each of these users. These assignments need to be made by February 6.

See [CIM web page](#) to view documents discussed at the monthly meetings.

COMMUNICATING UPDATES-EMAIL YOUR TOPIC IDEAS

What topics would you like to see featured in this newsletter? Do you have a question we can address? Please let us know your thoughts. We welcome your participation in helping to shape the content of this newsletter. Please send your ideas, comments and/or questions to the Change Management Team at sis@osu.edu.

For a more detailed overview about the SIS Project, visit the "Frequently Asked Questions" page on the SIS web site at:

<http://oaa.osu.edu/sis/faq.html>

THE SIS PROJECT: MOVING FORWARD TO MEET OUR FUTURE!